

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Superintendent (Security) #50353464

**ANNOUNCEMENT NO.** 047-2016

**SALARY:** PS-112 / Minimum \$31,554 / Maximum \$70,949 annual salary

**LOCATION:** LANG-CM, Camp Minden Training Site, Minden, Louisiana

**OPEN:** 3 June 2016

**CLOSE:** 16 June 2016

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

### A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must be able to complete POST Certified Law Enforcement Academy. Must complete Anti-Terrorism Level 1; must complete Defensive Driver's Course. Must maintain a working knowledge of Microsoft Programs. Must complete CPR/AED Certification.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). Ability to work and communicate effectively with peers, superiors and subordinates. Travel will be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Responsible for supervising full-time police officers conducting security operations 24 hours per day, 365 days per year. Responsible for scheduling leave, work assignments, shifts and traffic control. Interviews and recommends qualified personnel for hiring. Must be able to rotate shifts and requests M-day support to fill absences and shortages of personnel due to drill, AT and leave. Directly supervises traffic control for the post. Responsible for all coordination and for having security on hand to direct traffic and ensure safe, efficient operations, any time of day or night. Responsible for patrolling the facility and working incidents in all areas. Investigates all personnel accidents, vehicle accidents and all other criminal or illegal activity and requests assistance from local law enforcement agencies as necessary. Must be able to respond to all emergency calls regardless of time of day. Must be able to prepare and give briefing to the Operations Officer concerning activity on post during the reporting period. Responsible for coordinating with local law enforcement agencies for additional support and training as available/required. Must be able to assist with traffic control and supervise parking for the Youth Challenge Program (YCP) on Family day. Required by the State of Louisiana to complete Weapons Post Certification course. Coordinates New Hire Employees attending New Hire Training with the PMO which consists of Defensive Tactics and Weapons Post Certification. Coordinates scheduling of Recertification Training annually for all MP's. Coordinates all paperwork for MP's attending POST academies. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment. Perform other duties as assigned

**5. APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Wenda Harding

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